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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Operations School

DATE: 13 March 1957

FROM : AO/OS

SUBJECT: Weekly Activity Report #11

A. SIGNIFICANT ITEMS:

The Overseas Branch is undergoing the painful process of having its office painted! Despite the temporary inconvenience, the Branch considers this project worthwhile.

B. OTHER ITEMS:1. TRAINING MATERIALS IN LIBRARY VAULT:

- a. Several members of the Overseas Branch have devoted considerable time during the past two weeks to determining the disposition of training materials in the OTR Library Vault. Because of the quantity of old materials which have accumulated in the vault, and because of the constant demand from DDP for training materials, AO/OS feels it is necessary to review all of the items to see whether they are current and useful. [REDACTED] is working closely with [REDACTED], checking the materials against the Overseas Branch card indices. [REDACTED] has been detailed to [REDACTED] for the past two weeks, assisting in the disposal of obsolete materials and packaging useful items for removal to another "restricted" vault, when one is available.
- b. AO/OS has discussed questionable items with [REDACTED] and [REDACTED] of the Intelligence School, and [REDACTED] of the Operations School. She has also spent approximately a day and a half with Messrs. [REDACTED]. At her suggestion, it was agreed that [REDACTED] will retain a record copy of all OTR materials in the Library, and will also maintain a complete file of all DDP Operational Aids, [REDACTED] and other doctrinal materials for reference purposes.

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The OA's and [REDACTED] are of special importance because they set forth current Agency doctrine, and are invaluable to all OTR instructors engaged in preparing training papers. AO/OS has also arranged with Messrs. [REDACTED] to visit the Agency Records Center to pass upon the destruction of all but record copies of some 20 boxes of obsolete materials sent to the Center last year. The target date for completion of this task is 22 March.

c. Arrangements have been made to send to SR [REDACTED] copies of all training materials which have been translated into the Russian language, including the old BATT manual and a number of Staybehind papers. OTR has had no demand for these items, but will retain record copies of each in the event they are ever needed.

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2. EE TUTORIAL PROGRAM. [REDACTED] informed a member of the Overseas Branch that he would gladly keep in mind the Overseas Branch desire for illustrative examples and case material with training value while he is engaged in screening case files for EE [REDACTED] tutorial program. Mr. [REDACTED] suggested that the Overseas Branch in the near future give him a list of subjects and types of examples most needed. He stated that [REDACTED] EE [REDACTED] had already expressed willingness to cooperate in making properly sterilized case material available to OTR for training usage. [REDACTED] tentatively agreed to a procedure whereby EE would indicate the degree of sterilization needed in a given example or case, in light of OTR's specific training purpose for it. OTR (in this instance the Overseas Branch) would then receive the case on loan, would accomplish the sterilization, and would submit the sterilized version to EE for approval. The original case papers would be returned to EE files. As AO/OS has not yet had opportunity to discuss this matter fully with C/OS, further Overseas Branch action is being deferred.

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3. FE [REDACTED] visited the Overseas Branch and turned over four large envelopes of training material which had been held at the Headquarters [REDACTED] without AO/OS knowledge. [REDACTED] requested that the Overseas Branch assist him in preparing for dispatch to a case officer [REDACTED] those items for which CI/OA approval might be obtained.

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4. TRAINING MATERIALS IN PREPARATION:

Sanitized Version of OTR's Glossary of Intelligence Terminology.

On 8 March the Overseas Branch received from Reproduction the final draft of the Glossary, which had been used in producing the photo-offset version. In order to develop a sanitized edition of the Glossary, the Overseas Branch has suggested numerous excisions and revisions of definitions. These are now awaiting approval before sending a draft of the sanitized edition to Reproduction.

5. TRAINING MATERIALS FORWARDED:

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- a. NEA [REDACTED] Two items having to do with caching procedures were forwarded to NEA, for use by staff personnel in training indigenous agents.

- b. WH/Division: In response to a telephoned request, ten copies of the paper entitled "Observations on an Indigenous Training Program" were transmitted to [REDACTED] of WH. 25X1A9a
These copies, it is understood, will be forwarded to WH field stations.

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- c. EE [REDACTED] Sixteen documents were transmitted to the [REDACTED] for use in training a high-level member of a friendly government to defend himself against surveillance and similar measures while on an important mission. This was a priority request from a former "alumnus" of the Overseas Branch, [REDACTED] JOT. 25X1A9a

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- d. EE [REDACTED] The Overseas Branch assisted EE [REDACTED] in filling a 25X1A hurried cable request for two OTR-produced films. This was accomplished through the cooperation of Mr. James [REDACTED] of OTR's Film Section.

- e. IS/TR: One copy of the Clandestine Communications Chapter of the new staff Tradecraft manual was given to [REDACTED] 25X1A9a
Chief Instructor, Intelligence Orientation Course, for his retention and use. 25X1A9a



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